



# Risk Management Training Manual

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Developed by:

The California Department of Developmental Services  
And  
The Columbus Organization

# Risk Management Training Manual

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# Risk Management Training Manual

## Use of this Manual

### Introduction

The *Risk Management Training Manual* is the outcome of a collaborative effort by California's Department of Developmental Services and The Columbus Organization. It is one of many initiatives undertaken to enhance risk management for consumers with developmental disabilities receiving services and supports in the community. The input and experience contributed by regional centers, medical schools, and many other stakeholders over the years have proven most beneficial to this endeavor.

This manual has been designed as a tool for regional centers to utilize in their staff development and quality assurance efforts. Regional centers can utilize the training modules for their own staff or as training opportunities for their vendors.

### Structure

This manual is comprised of the following six training modules, each targeting a key aspect of risk management.

Module	Title
Module I	Principles of Risk Management
Module II	Risk Assessment, Evaluation & Planning
Module III	Risk Assessment, Evaluation & Planning Committee
Module IV	Special Incident Reporting
Module V	Causal Analysis
Module VI	Mortality Review

Each training module is divided into the following sections:

- Cover Sheet
- Instructors Guide
- Learning Objectives
- Script & Suggestions for Instructor
- Power Point Presentation
- Hand-outs

## **Options for Using the Material in this Manual**

The material in this manual can be used in various ways. The manual in its entirety can be used as a comprehensive curriculum in risk management. In addition, each module can be presented as a stand-alone course. The handouts, including sample assessment inventories and checklists, can be shared with staff to enhance their day to day work in planning and coordination of services.

All of the materials in this manual can be tailored to any regional center's particular needs. The instruments, forms, or tools incorporated in the modules are not mandated for use by any regional center. They have, however, proven useful to many people in service coordination, quality assurance, and staff development roles. Feel free to use them and make them your own.